

How to Use the Telephone (*Continued*)

TELEGRAMS BY TELEPHONE

To facilitate sending telegrams or cablegrams you should call telegraph companies as listed in the alphabetical directory.

Charges for Pacific Telegrams at all exchanges, and messages of the Western

Union Telegraph Company, and Postal Telegraph Company, at certain exchanges, placed by telephone, will be billed by the Telephone Company on its bill for telephone service, or if sent from a public telephone, the charges will be collected at the time the message is sent.

How to Make Inter-City Calls

Inter-City Calls are Classified Under Two Heads as Follows:

I—Calls Handled by Your Local Operator

NUMBER SERVICE is a type of service for reaching out-of-town stations at nearby points. Certain "Number Service" points are listed on the inside front cover of this directory. Calls given to the local operator are accepted by number only. If the telephone number is not listed in this directory it may be obtained from Information.

II—Calls Handled by the Long Distance Operator

STATION-TO-STATION SERVICE is a type of service on which the person calling does not specify a particular person to be reached at the called telephone, but gives only the number desired or the name or address under which the telephone is listed. This service is available for reaching points other than those listed as "number service" on the inside front cover of this directory.

PERSON-TO-PERSON SERVICE is a type of service on which the calling party specifies a particular person (or a Private Branch Exchange Station) at the called number. Person-to-person service is not rendered to certain near-by points as indicated, on the inside front cover of this directory.

Placing Calls

Having determined the type of service desired, proceed as follows (if the number of the called station is given to the operator, faster service can be given):

Number Service Calls

1. Call the *local operator* and give her the name of the city you wish to call and the telephone number desired.
2. Give your telephone number when requested.
3. Wait on the line until the called telephone answers or until the operator gives you a report.

Station-to-Station Calls

1. Call the *operator* and ask for Long Distance.
2. Give the name of the city you wish and the state.

3. Give the number of the telephone you are calling. If the telephone number is not known, give the name and address and tell the operator that you will talk with anyone who answers the telephone.

4. Give your own telephone number. If you wish to have the charges quoted ask the operator for them before giving your telephone number.

5. Unless otherwise advised by the long distance operator, stay on the line until the called party answers or the operator gives a report.

(Continued on Page 8)